

JOURNAL ENTRY GENERAL LEDGER USER MANUAL

Chapter 6

The Spectrum System
Georgia State University

PeopleSoft Financials
Version 7.5

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1. Introduction

1.1. Use of the General Ledger Journal Entries

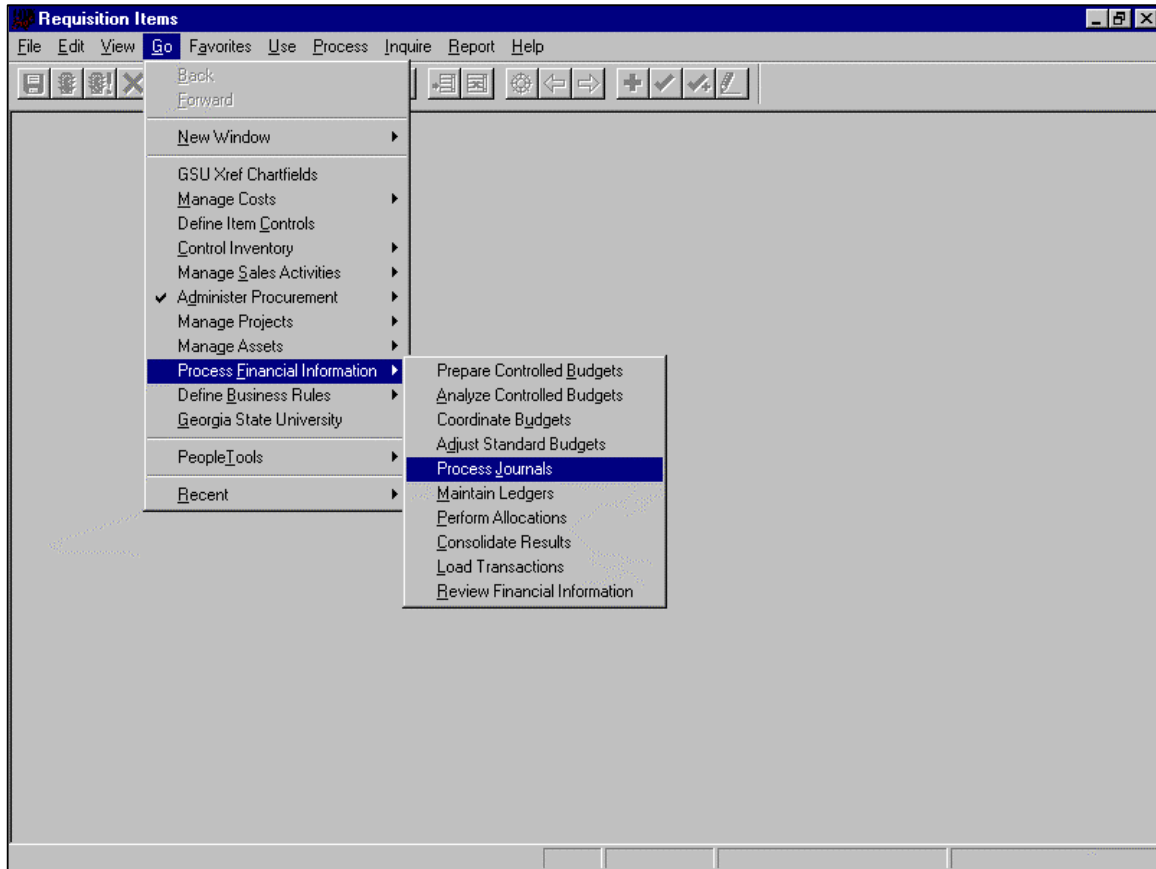
A *Journal Entry* is a batch of accounting entries entered online or input from a feeder system to the *General Ledger*. It is composed of journal lines that carry different chartfields and needs to be balanced. When entering a *Journal Entry* the user needs to make sure that the transaction is balanced not only for debits and credits but for funds also.

2. How to Enter a Journal Entry

Each step in the online process of entering a Journal Entry will be described below. Compare your screen to the ones shown in the example for each step.

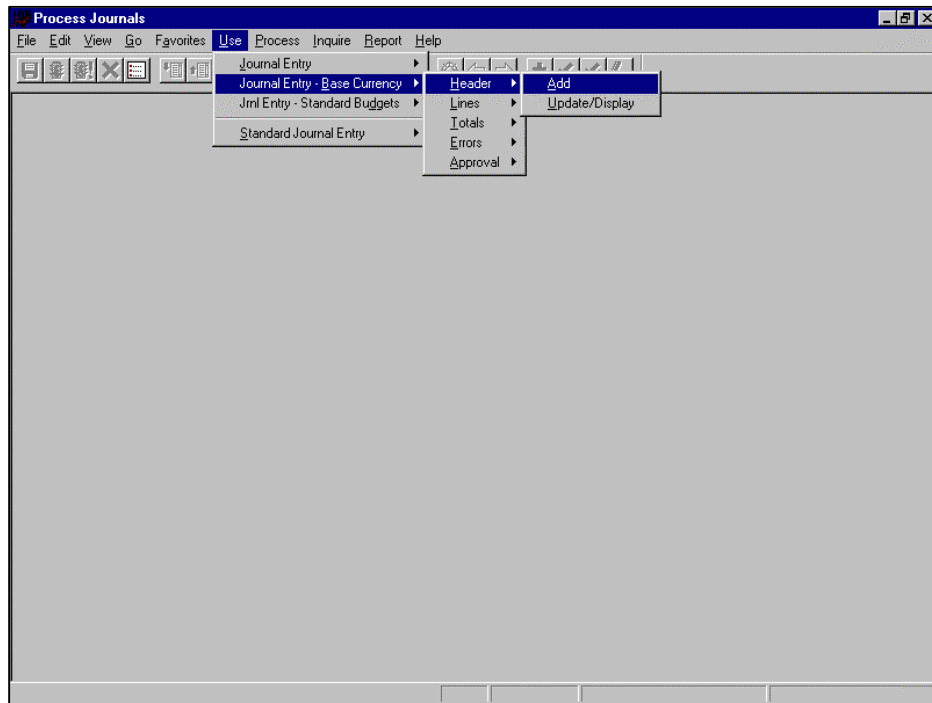
2.1. Selecting your panel Group

Click on **Go, Process Financial Information, Process Journals**.

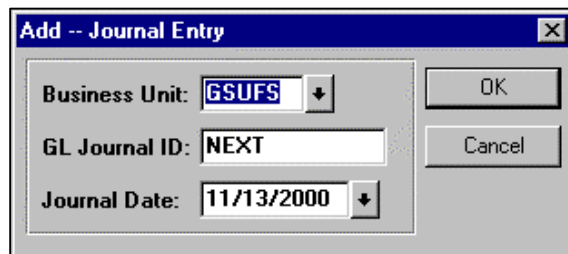


2.2. Creating a Journal Entry

Click on Use, Journal Entry Base Currency, Add.



2.2.1. Add Journal Entry Dialog Box



You will see a dialogue box. The Spectrum System default for **Business Unit** is *GSUFS* (Georgia State University Financial System).

The **Journal Entry ID** is automatically assigned by the system. **Caution:** Do not change the value in this field

Journal Date will be transaction date. This field needs to be verified before going ahead with the transaction. This date will determine accounting period to transaction.

Click **OK** to proceed.

3. Header Panel

The first panel you will need to complete will be Journal Entry Header.

The field **Long Description** is used to enter a general description or explanation for the transaction. Although we can only see two lines the user can write as much as they want and then use the scrollbars to move up and down written text.

The **Source** will determine the origin of this transaction. It is a key field for Workflow purposes. Source will determine the next step of approval for this transaction. To select the Source click on the Drop Down box and select double clicking or highlighting and pressing **OK**.

SetID	Source	Descr
GSUFS	AP	Accounts Payable journals
GSUFS	DRG	Department Regular
GSUFS	DSP	Department Special Rule
GSUFS	IDC	Indirect Costs
GSUFS	ONL	Online journal entry
GSUFS	PAY	Payroll journals
GSUFS	PQ	Purchasing journals
GSUFS	PRJ	Project Regular Rule
GSUFS	PRS	Project Special Rule

Note:

Source type must be DRG, DSP, PRJ or PRG. This is a workflow requirement. Do not select any other option.

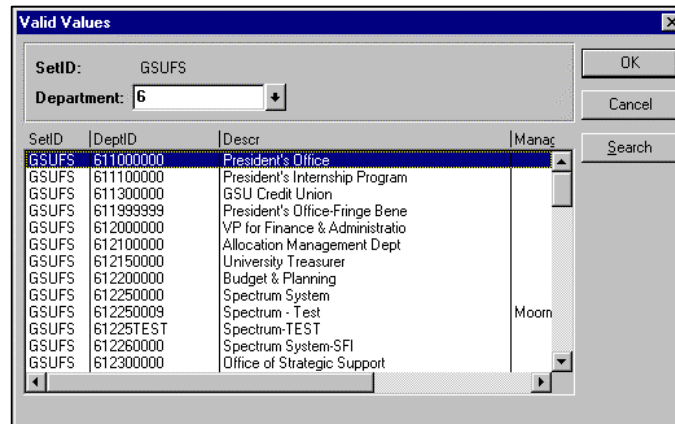
The **Reference Number** field is used to write information that may help us explain purpose of transaction or can be used as reference in the future.

A rectangular input field with a light gray border. To the left of the field is the text "Reference Number:" in a bold, black font.

The **Budget Adjustment Type** option will not be used by the end user under any circumstances. *Do not select or write anything in this field.*

The **Journal Class** option will not be used by the end user under any circumstances. *Do not select or write anything in this field.*

Select your **Department Id** by clicking on the Drop Down dialog box double clicking or highlighting and then pressing *Enter*. We recommend that the user write some criteria, if not the system will give the first three hundredth available choices on the table.

A dialog box titled "Valid Values" with a close button (X) in the top right corner. It contains a "SetID:" field with the value "GSUFS" and a "Department:" field with a dropdown arrow and the value "6". Below these fields is a table with four columns: "SetID", "DeptID", "Descr", and "Manag". The table lists various departments and programs. To the right of the table are buttons for "OK", "Cancel", and "Search".

SetID	DeptID	Descr	Manag
GSUFS	611000000	President's Office	
GSUFS	611100000	President's Internship Program	
GSUFS	611300000	GSU Credit Union	
GSUFS	611999999	President's Office-Fringe Bene	
GSUFS	612000000	VP for Finance & Administratio	
GSUFS	612100000	Allocation Management Dept	
GSUFS	612150000	University Treasurer	
GSUFS	612200000	Budget & Planning	
GSUFS	612250000	Spectrum System	
GSUFS	612250009	Spectrum - Test	
GSUFS	61225TEST	Spectrum-TEST	
GSUFS	612260000	Spectrum System-SFI	
GSUFS	612300000	Office of Strategic Support	

4. Journal Entry Lines Panel

This is the panel in which the user will enter all chartfields to be affected with these transactions. The user needs to make sure that debits and credit are balanced within the different funds if using more than one.

Line #	Ledger	Unit	Acct	Fund	DeptID	Program	Class	Bdgtd Pd	BP Override	Proj
1	ACTUALS	GSU						2001	BP Override	

The first step for the user will be to go into the **Lines** section of the panel and start entering the chartfields combinations to be affected with this journal. The user can also select its *Speedtype*, enter account number, amount and journal line description

Then the user should *Edit*, *Budget Check*, *Refresh* and *Submit to Workflow for Approval*.

4.1.1. Adding and/or Deleting Rows



To *add* rows to the transaction press F7 or the Icon shown below at the toolbar



To *delete* rows to the transaction press F8 or the Icon shown below at the toolbar

Once all lines intended to be part of the transaction have been entered, the user must run a few processes to complete and then send it into **Workflow**.

4.1.2.Edit Process



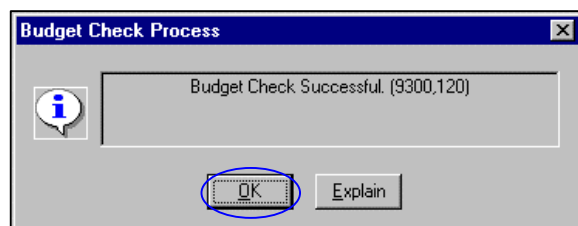
Once all your lines have been entered press the *Edit* button. The edit button is used to run a check on the transactions. It will verify that the transaction is correctly balanced. Running this option will save and assign a number to the transactions. The transaction should now have a valid status. If status is Error refer to the Errors and Totals panel for further inquiry.

Unit:	GSUFS	Debits:	50.00	Status:	V	▲ ▼
Lines:	2	Credits:	50.00	BCM Status:	V	

4.1.3.Budget Check Process

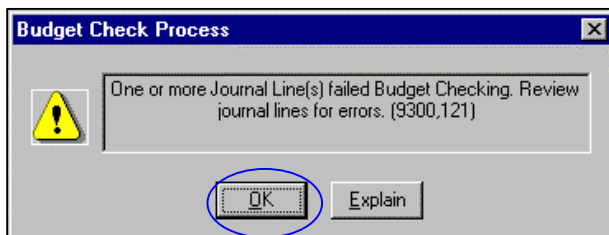


Once the transaction has been edited and has a valid edit status the user needs to run the Budget Check option to reserve funds from chartfields being used in this transaction. Press the BCM button shown above to run this process.



If the transaction meets BCM requirements press *OK*. The transaction should now have a valid (V) Budget Check status.

Unit:	GSUFS	Debits:	50.00	Status:	V	▲ ▼
Lines:	2	Credits:	50.00	BCM Status:	V	



If the transaction does not meet BCM requirements a window like the one above will popup, press *OK* to continue. The transaction should now have an Error (E) Budget Check status. If the status is error refer to the Errors and Totals panel for further inquiry.

Unit: GSUFS	Debits: 11,000.00	Status: V
Lines: 2	Credits: 11,000.00	BCM Status: E

4.1.4. Budget Period Override



If the user runs the Budget Check option and transaction fails due to problems in Project dates, the system will allow you to override the transaction by selecting the *BP Override* option. It will only be used when Projects are out of date.

The dialog box titled "GL Journal Entry Processing" contains a "Budget Period Key:" dropdown menu with a downward arrow and an "OK" button. Below it, a "Valid Values" sub-dialog box is open, showing a list of SetID and Node values:

SetID	Node
GSUFS	1998
GSUFS	1999
GSUFS	2000
GSUFS	2001
GSUFS	2002
GSUFS	2003

The "Valid Values" dialog also has "OK" and "Cancel" buttons.

The system will require that the user enter a new Budget Period Key. To select hit the Drop Down checkbox and select new period. Then press Ok

A message box titled "PS/Financials Public Sector" with an information icon. The text inside reads: "Budget Period has been modified, please verify offset entries. (9300,271)". At the bottom are "OK" and "Explain" buttons.

Another message box will popup asking the user to verify the adjusted entries. Now the user can run Edit, Budget Check and Refresh processes for the transaction.

4.1.5.Refresh Option



This option is used to refresh the transaction once it has been Budget Checked. This process will save the transaction again.

4.1.6.Copy Option



This option will allow the user to go into a previous Journal Entry and copy its contents to a new one.

4.1.7.Print



The user can print the content of a Journal Entry by selecting the icon shown above. A Crystal Reports window will popup and the user will be able to see an electronic copy of the report. The user must instruct the system to print out that report.

4.1.8.Delete



Use this option if the user does not want to continue or save the Journal Entry. This will completely eliminate the transaction.

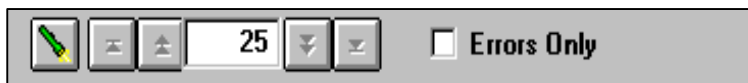
Note: This option will not be available after the Budget Check option has been completed.



4.1.9.Submit to Workflow

This button is used for Workflow purposes. If a transaction has been completely validated the user can use this option to move transaction through workflow and move its into it next step of approval.

4.1.10. Errors Only Option



When analyzing the transaction a user can request that only lines with errors be shown by selecting the *Errors Only* check box.

4.1.11. Errors Button



This option is a shortcut to the Errors Panel Tab. It is commonly used when *Edit or Budget Check* processes fail.

5. Totals Panel

Control Totals		Actual Totals	Differences
USD	Debits: []	11,000.00	
	Credits: []	11,000.00	
	Net Amount: []	0.00	
	Units: []	0.00	
	Lines: []	2	

5.1. Control Totals

The **Control Totals** option is used to establish control totals for this transaction. If the journal entry is too long the user will be able to compare its actual total against control totals. When using this panel option the user will need to enter Business Unit, Fund and Ledger if more than one is being affected by this transaction.

5.2. Actual Totals

Actual Totals will show debits, credits and number of lines that have been entered into the transaction. This will be shown by fund.

5.3. Difference Totals

Differences will show any differences between Control and Actual Totals.

6. Errors Panel

The screenshot shows a software window titled "Process Journals - Use - Journal Entry". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons. The "Errors" tab is selected in the "Header | Lines | Totals | Errors | Approval" tab bar. The main area displays transaction details: "Unit: GSUFS", "Journal: 1000057764", "Date: 09/21/2000", and "Operator Id: FINDLF". Below this, the "Journal Header Budget Errors" section shows "Budget Checking Header Status: E Error in Budget Check". The "Journal Header Edit Errors" section has fields for "Unit:", "Field Name:", "Message Seq: of", and "Message Nbr:", with a text area stating "No journal headers are marked in error." Below that is a section for "Line #: Line Descr:". The "Journal Line Edit Errors" section has fields for "Field Name:", "Message Seq: of", and "Message Nbr:", with a text area stating "No journal line between line 1 and line 2 is marked in error." and a magnifying glass icon. At the bottom, there are "Errors" and "Update/Display" buttons.

6.1. Journal Header Budget Errors

Displays the type of error found by the Budget Check Module on your transaction.

6.2. Journal Header Edit Errors

Displays an error message for problems found on the header while running the edit process.

6.3. Journal Line Edit Message

Displays an error message for problems found in accounting lines while running the edit process.

6.4. Magnifying Glass Icon



This is a shortcut to the Lines Panel Tab. It is used after reviewing error messages in the panel.

7. Approval Panel

The screenshot shows a software window titled "Process Journals - Use - Journal Entry". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons for file operations, editing, and navigation. The main area of the window is divided into several sections. At the top, there are tabs for "Header", "Lines", "Totals", "Errors", and "Approval", with "Approval" currently selected. Below the tabs, there is a header section with fields for "Unit: GSUFS", "Journal: 1000057764", "Date: 09/21/2000", and "Operator Id: FINDLF". Below this, there is a section for "Approval Action" with three radio buttons: "Approve" (selected), "Deny", and "Recycle". To the right of these buttons, there is a "Current Approval Status:" field showing "None" and a "Comments for Denial Email:" text area. Below the "Approval Action" section, there is a section for "Approval Instance:" with a "Retrieve" button. At the bottom, there is a section for "Approval History" with a table that has columns for "Step", "Path", "Status", "Datetime", and "Role User". The table is currently empty. At the very bottom of the window, there are two buttons: "Approval" and "Update/Display".

Journal Approvers use this panel. It is not common that a Journal Entry originator uses it. However it can also be used to submit transactions into workflow as it is done in the Lines Panel by clicking in the small hand icon.

This concludes the process and explanation of the Journal Entry transaction.